



Using Appenzell/Ausserhoden Online Records

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Class Objectives:


To locate and use the online records for Appenzell Ausserrhoden in Switzerland.

Website:

<http://www.ar.ch/departemente/kantonskanzlei/staatsarchiv/kirchenbuecher-online/> The archives of this Swiss canton has placed all their church records online for your use. There are no fees associated with this website. There are 159 church registers available to you.

Instructions:

1. Click on the above website.
2. On the homepage, click on "English". This is in the center section.
3. All 19 parishes are listed with links to their records.
4. Choose and click on the parish you need.
5. By clicking, you will be taken to the page which shows the records available. Click on the record type and the date that is needed.
6. Hover over the black print and you will notice that this is the link, rather than the "blue" title.
7. After the pages load, you will see a red bar along the top of the page. On the right side of this bar, is the tool bar for these pages.
8. Here you can do the following:
 - a. Advance the pages, one at a time, or by image number. You can also go to the end of the book by clicking on the double arrow.
 - b. Magnify the page
 - c. By using the scroll wheel on your mouse you can move the page up and down.
 - d. The right mouse button will also advance the pages
 - e. The left mouse button will increase the page size.
 - f. The X at the upper left will close the book and you will return to the page with dates and record types.

- g. To **save** an image, go to the icon that looks like this:  and right click on it. You will see “save image”. Click on “save image” and choose the folder where you would like to save the image. Or if you wish to **print**, that is also an option from this icon.

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